PELURNION PROPOS MANAGEMENT DIVISION

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PROPOSED ISSU	JANCE: Regulation No. Destruction of Classified	LEGIB STAT
·	Draft dated 4 August-1955	7
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/S/ LGC
Reds. Mgt. Staff
31 August 1955

COMMENT: 6 a (3) has the following charges:

Form No. 312: Top Secret Posting Record maintained by the Area Top Secret Control Officer shall reflect the destruction by appropriate entry, name of authority, person accomplishing the destruction and witness. Similar documentation shall be maintained on Form No. 312a, Unit Control Record, when the material is destroyed by the Unit Top Secret Control Officer.

6 c (2) (a) - Suggest Form No. 131 suitably modified to meet Security's requirements be prescribed for use (now used by OCI only).

Regarding the above changes believe Form 131 (attached) suitably modified should be prescribed for this purpose.

(see reversed side)

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Form 312a referred to on page 6 has not been printed.

has advised it should not be printed until the Handbook for TS

Control Pers. has been coordinated. This has not yet been done and

is holding this form. Release of this regulation should STAT STAT thus be coordinated with the Handbook or a suitable statement regarding availability of Form 312a placed in the regulation. See Attachment. **ILLEGIB ILLEGIB**

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Page 2, para: 2b(2)

Change the last sentence to read:

"In the event that such schedules have not been prepared, questions as to whether or not the material is of record or nonrecord character should be referred to the CIA Records Officer or the appropriate Area Records Officer."

Page 7, para. 65(2)(b)

Replace this paragraph with the following:

"Die original of the executed Certificate of Destruction shall be sent to the originator of the document and the copy shall be retained by the office authorizing dostruction."

If the naterial bears specific instructions requiring accountability to the originator the Certificate should be forwarded to the originator since the Records Center has no such responsibility. In addition, due to the natura of a records center, it is feasible to receive records only in file series or groups, not paper by paper.

Page 7, para. 6b(2)(c)

Delete this paragraph.

Retention periods should be applied through the medium of the records control schedule for the following reasons:

- 1. Legal subjective will have to be obtained for their destructions.
- 2.. Only in very few cades are the certificates of destruction maintained and scheduled independently, of other records. In practically all cases, due to their small volume the certificates are maintained and scheduled as a part of a larger group of records such as a subject file. Files such as these are scheduled for varying retention periods depending on their overall value, with a minimum retention period of one year. It is not feasible or economical to screen such files to remove the certificates so that they can be destroyed after a shorter or longer period than the subject file.

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Page 8, para. 8

Delete reference to retention period and chango paragraph to read as follows:

"Secret and Confidential documents destroyed in accordance with the provisions of this regulation shall be recorded in the appropriate legs. The recording shall be accordinated by individual document except when the material is destroyed in accordance with an approved records control schedule, in such cases the description equationed in the schedule may be used on the log."

The reference to a retention period should be deleted for the same reasons given for deleting para. 6b(2)(c).

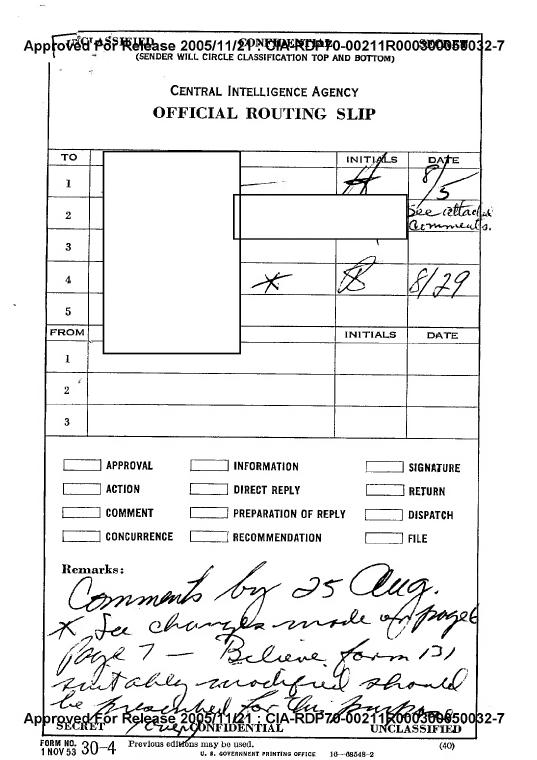
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